

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, October 8, 2019**

**I. CALL TO ORDER**

The October 8, 2019 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:00 p.m. by Chairperson Bower at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present:**

Diane Baker  
Roger Bower  
Anne Loncar  
Dennis Omell  
Angela Spicer  
Jean Vallad

**Staff Present:**

Sarah Richmond

**Commissioners Absent:**

Rich Parke with notification

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to proceed with the agenda as revised, adding "September Budget Printouts" as Item F. Under Consent Agenda. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-September 10, 2019 with Additional Disbursements of \$9,667.60 for the Parks & Recreation Fund and \$200.00 for Trust & Agency
- B. Receipt of Activities Report for September
- C. Receipt of Progress Report for September

- D. Receipt of Natural Resource Manager September Monthly Report
- E. Receipt of Memo to Township Board dated September 17, 2019 re: 2020 Parks and Recreation Fund Budget
- F. September Budget Printouts

#### Receipt of Communications

**Chairperson Bower moved to accept the consent agenda as presented. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.**

### **VII. OLD BUSINESS**

None

### **VIII. NEW BUSINESS**

#### **A. Discussion of Ranger Lease**

Director Richmond stated that the lease presented is for 2020. The only change made is to increase the hours to 725 per the discussions that the Commission has had. She discussed it with the current Ranger, and he had no concerns about the hours increasing. She is confident that he will be able to accomplish the 725 hours. He will have to fulfill the 725 hours in 2020 to be compliant with the lease agreement.

Commissioner Omell asked what happens if he goes over in hours.

Director Richmond replied that he will not be going over due to the hour tracking system in place. She commented on what a good job Mr. Piper is doing in his role as Ranger. The Ranger will be able to open the parks during the holidays. He is trained in chain saw safety so he will be able to put in weekend hours working with other Parks staff if his assistance is needed. Mr. Piper is also willing to be trained to be back up for snow plowing.

Commissioner Baker asked if there was information on the average amount of hours allotted to the Ranger during the last five years.

Director Richmond explained the history of the number of hours allotted to the Ranger. She also commented on recent repairs made to the Eaton Road house and items that still need to be done. She commented on the status of the windows in the house.

**Commissioner Vallad moved to approve the 2020 Ranger Lease for 8625 Eaton Road as presented in Director Richmond's memo of October 3, 2019. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.**

### **IX. TREASURER'S REPORT**

#### **A. Bills List**

**Commissioner Vallad moved to approve the August bills list totaling \$16,274.69 and Trust in Agency \$350.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.**

#### B. Budget Amendment

**Commissioner Vallad moved to approve the Budget Amendment presented by Director Richmond in a memo dated October 8, 2019. This will not increase the Revenue total but will increase the Expenditure total to \$684,050.00. Supported by Commissioner Loncar.**

Director Richmond stated that this budget amendment covers the additional projects that they have completed and are hoping to complete this year. It doesn't include the beach restoration which the Commission had originally approved up to an additional \$1400; they are only needing to use an additional \$400. This also increases Consultants and Contractors cost center to cover the additional mowing that they need this year. There will probably be another amendment in November.

Commissioner Baker asked about the Mill Pond restoration.

Director Richmond stated the 2020 budget item is to remove the metal fencing. They were told, by the risk management agent, that once the beach area was completely restored and would not be considered a beach, they could remove the fence. She summarized the quotes that she has received to remove the fence.

**Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.**

## XI. COMMITTEE REPORTS

#### A. Hartman Property Committee

Director Richmond provided a Hartman Property Committee report. The docks and garage were cleared off the property and the stone was installed in front of the culvert area on the south side of the property. The small culvert was put in on the north side. The rock is in place for the plaque and the plaque is done and is anticipated to be installed during the week of October 21<sup>st</sup>.

Commissioner Loncar asked if there was going to be a dedication ceremony.

Director Richmond commented that yes; sometime after the plaque is installed. She has not ordered the bench yet. She stated that she will send the Commissioners notice of the ceremony. Parks staff are working on replacing two sections of fence that were damaged. In addition, Director Richmond stated that they will removing an old gate by the Shiawassee Basin Preserve pavilion and may work for one of the gates on the Hartman property.

B. Maintenance Garage Committee

None

**XII. PUBLIC COMMENT**

None

**XIII. COMMISSIONER COMMENT**

Commissioner Baker commented on the good work of the Parks staff.

Director Richmond commented that the only staff person they are missing is a part-time office staff person, but she is in no hurry to fill that position because she is still evaluating the hours needed. She stated that she is extremely proud of the current staff and how hard they work and added that the Heritage Festival was challenging, and the staff stepped up and handled everything that came their way.

Commissioner Omell commented on the hard work done by the staff. He commented on the completeness of the budget that Director Richmond prepared.

Chairperson Bower commented on the Heritage Festival.

Commissioner Loncar complimented Director Richmond on how professionally the Heritage Festival was ran.

Commissioners commented on the hayrides offered during the Heritage Festival.

Commissioner Spicer commented on the great job that the staff is doing, and she was happy to see that the Gator is legal to be on the road.

Commissioner Vallad stated that it was nice to see the police presence during the Heritage Festival.

Director Richmond agreed. She added that they had a staff Heritage Festival wrap-up meeting and they have an upcoming follow-up meeting with the community groups and Township Departments as well.

**XIV. ADJOURNMENT**

**Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:33 pm. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.**